WAYS TO RETHINK YOUR FOOTPRINT IN THE OFFICE

1. REDUCE YOUR WASTE
   Be conscious of your trash and think about what you could reuse.

2. IMPROVE YOUR PURCHASING
   Consolidate orders, buy in bulk, and eliminate unnecessary orders.

3. REDUCE, REUSE, RECYCLE PAPER
   Print only when necessary, double-sided, and reuse single-sided pages.

4. CONSIDER SPECIALTY WASTE
   Penn has programs for recycling “e-waste”, such as electronics, CFL bulbs, and batteries, as well as ink and toner cartridges, writing instruments, and books.

5. LEAVE IT FOR BEN
   List any used equipment, furniture and supplies on Ben's Attic, before disposing of furniture.

6. GO DIGITAL
   Instead of printing, distribute all memos, financial reports, timesheets, and other office communications electronically.

7. BYO BOTTLE
   Take advantage of campus-wide retail discounts and water filters to minimize plastic bottle waste.

For more information on Penn waste minimization and recycling initiatives, visit: www.upenn.edu/sustainability